



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT
Central District of California

POSITION	POSITION OVERVIEW
LAW CLERK	<p>The United States Bankruptcy Court for the Central District of California seeks qualified applicants for a Law Clerk position in the Court's San Fernando Valley Division for a two year term. The Law Clerk is responsible for performing a broad range of duties including: conducting legal research, preparing legal documents such as orders, memoranda and draft opinions; case management; court calendar monitoring; communicating with counsel regarding case management and procedural requirements; assisting the Judge during courtroom proceedings; analyzing and summarizing case files; and reviewing motions and preparing reports. The successful candidate will have strong organizational, management and communications skills, thorough knowledge of the law and legal procedures, and skill in legal writing. Must have the ability to quickly process and resolve complex issues, possess excellent verbal, written and interpersonal skills. The ability to use Westlaw or Microsoft Word is highly desirable.</p>
LOCATION	
SAN FERNANDO VALLEY, CA	
SALARY/TARGET	
JSP 11 - JSP 13 \$63,945 - \$91,141	
OPENING DATE	
MAY 31, 2013	
CLOSING DATE	
June 14, 2013	
ANNOUNCEMENT	
13-01	

QUALIFICATIONS/REQUIREMENTS

To qualify for the position of Law Clerk, a candidate must be a law school graduate or be certified as having completed all law school studies and requirements and currently awaiting a degree. One year progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school required. Previous experience as an extern or law clerk in the bankruptcy field is required. Applicants are required to submit a cover letter, resume, law school transcript, and a writing sample.

EDUCATION

A law degree is required.

BENEFITS

The United States Bankruptcy Court offers a generous benefits package to employees which may include:

- 10 Paid Holidays
- Paid Sick Leave
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Life Insurance Options
- Eligible for Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options
- Credit Union Participation

INFORMATION FOR APPLICANTS

Applications should be submitted by mail to the Chambers of the Honorable Victoria Kaufman at 21041 Burbank Blvd. Suite 354, Woodland Hills, CA, 91367 or by email to Nick Koffroth at [Nicholas_Koffroth @cacb.uscourts.gov](mailto:Nicholas_Koffroth@cacb.uscourts.gov). Applications may be obtained in the Human Resources Department at the address listed above, by calling the 24 hour job information line at (213) 894-3129, or by visiting our website at www.cacb.uscourts.gov.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-0213